



Request for Proposal Nobles County Government Administration Office

Nobles County Government is soliciting written proposals, on a competitive basis, from interested and qualified companies or professionals to provide **“Partial reroof of Nobles County Public Works Facility”**. The proposal, as submitted, should include all estimated costs related to the services requested in this RFP. If selected, your proposal will be the basis for negotiating a contract with Nobles County Government.

Proposals must be received in the office of the Administrator **no later than 3:00 P.M. on Thursday, August 31, 2017**. Proposals shall be addressed to:

Nobles County Government
Administration Office
315 Tenth Street, P.O. Box 757
Worthington, MN 56187

I. INTRODUCTION

Nobles County Government (the “County”), is seeking proposals from interested and qualified companies or professionals to provide **“Partial reroof of Nobles County Public Works Facility”** (the “Services”). This request for proposal (“RFP”) is being released to invite interested and qualified companies or professionals to prepare and submit proposals in accordance with instructions provided where the successful candidate(s) will be selected and invited to enter into a contractual relationship with Nobles County for services outlined in the RFP.

II. MINIMUM PROPOSER REQUIREMENTS

1. Must submit a Bid Bond in the amount of 5% of their bid. This bond must be submitted with your bid.
2. Have or obtain prior to the execution of the final contract all appropriate licenses, certifications, and permits required in the City of Worthington, County of Nobles, and the State of Minnesota.
3. The successful contractor must be able to submit a performance/labor material bond separate bonds each in the amount of 100% of the amount in the contract.
4. Have sufficient, competent and skilled staff, with experience in performing the Services described in the RFP.
5. Provide proof of the minimum insurance requirements.
6. Provide a proposed schedule for completion of the project.

III. CORRESPONDENCE

All correspondence, proposals, and questions concerning the RFP are to be submitted to:

Nobles County Administration
Tom Johnson, County Administrator
315 Tenth Street, P.O. Box 757
Worthington, MN 56187
Ph: (507) 295-5201



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Respondents requesting additional information or clarification are to contact Mr. Johnson in writing at tjohnson@co.nobles.mn.us or at the address listed above. Questions should reference specific item(s) in the RFP to which the question pertains and all contact information for the person submitting the questions. *Notice: to prevent an unfair advantage to any respondent, verbal questions will not be answered.*

IV. PROPOSAL SUBMISSION DEADLINE

All proposals must be received at the address listed above **no later than 3:00 P.M. on Thursday, August 31, 2017**. Facsimile of electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

Nobles County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective Proposers shall be notified.

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| • Request for Proposal(s) Released | Wednesday, August 9, 2017 |
| • Pre-Bid Conference | Wednesday, August 23, 2017 |
| • Questions / Clarifications | Monday, August 28, 2017 |
| • Proposal Due Date | Thursday, August 31, 2017 |
| • Notification of Award | Friday, September 8, 2017 |

VI. PROPOSAL CONDITIONS

A. Contingencies

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all proposals.

B. Modifications

The County reserves the right to issue addenda or amendments to the RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposers responsibility to ensure that its proposals arrive on or before the specified time.



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D. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of the proposal in response to this RFP and Proposers agree that all costs incurred in developing this RFP are the Proposers responsibility.

E. Final Authority

The final authority to award a contract rests solely with the Nobles County Administrator and the Nobles County Board.

F. Proposal Validity

Proposals submitted hereunder will be firm for one hundred twenty (120) calendar days from the due date unless otherwise qualified.

VII. GENERAL REQUIREMENTS AND INFORMATION

A. Background

The current roof needing replacement is approximately 40 years old. A portion of the roof has been replaced as part of a previous scope of work. The current design is a “built up” ballasted roof system. The portion of roof that is to be replaced is over old office space and shop areas on the South side of the structure. The structure can be viewed through the Nobles County web-site, graphical information system, by inputting parcel ID number 31-0450-55. The roof described above is approximately 6,000 Sq./Ft. Notice: it shall be the responsibility of the Proposers to verify the actual size of roof area to be replaced as well as the current on-site, “as-built” conditions.

B. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified Proposer selected through a competitive process that will work well with the County’s personnel in the performance of the Services in a manner that is cost-effective and practical of which price is but one of the selection criteria.

C. Project Time Frame

The initial contract term will begin once we have received official Notice to Proceed from Nobles County and the project will run until “Substantial Completion”.

D. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify and part of the RFP, or to issue a new RFP.

VIII. AWARD OF CONTRACT

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the County Board.



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The award will be made to the Proposer whose proposal is determined to be the best in terms of professional and technical completeness. The selection process may, however, include a request for additional information or an oral presentation to support written proposal.

The Proposers whose proposals do not meet the mandatory minimum requirements will be considered noncompliant. After evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected firm.

IX. PROPOSED SCOPE OF WORK

A. Scope of Services

1. Furnish all required labor, supplies, materials, and equipment necessary to accomplish the full scope of work.
2. Provide adequately trained and supervised staff in order to offer a safe, well maintained work environment while ensuring quality in materials, workmanship, functionality and aesthetic appeal.
3. Vender must provide base costs, contingent costs, total cost(s) and projected timeline as part of the bid response.
4. Vendor is responsible for all required permits, inspections, code compliance, licensing and must meet all qualifications and certifications necessary to complete the scope of work.
5. Work within a controlled access environment and be subject to search of personnel and property.
6. Work crew may be subject to criminal background checks upon request.
7. Provide warranty and guarantee pamphlets, booklets or other documentation prior to project closeout.

B. Scope of Work

1. Clean and properly dispose of existing roof rock ballast, debris, and any other unsatisfactory materials.
2. Remove and properly dispose of existing roofing flashings, membrane, and insulation materials. Demolition is to be down to the existing roof decking.
3. Remove and replace any unserviceable metal roof decking.
4. Remove and replace any unserviceable curbing or flashing on roof penetrations, and areas of drainage.
5. Install fully adhered insulation to metal decking and allow proper sloping for drainage. Insulation is to be installed to meet manufactures installation instructions and must also comply with all State and local codes for slope, thickness, and R-Value.
6. Install proper curbing, flashing, scuppers, etc. Flash all pipes and penetrations to manufacturer's instructions.
7. Install fully adhered roofing membrane. Membrane to be installed to manufacturers installation instructions.
8. Offer a minimum of a 30 year written manufacturer's warranty of materials and performance.
9. Provide an appropriate maintenance plan prior to project closeout.
10. Clean work site and remove all debris, equipment and excess materials and supplies upon completion.



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C. Alternate #1

1. Demolish the existing brick clad chimney to below deck.
2. Install appropriate curbing and venting for the boiler and water heater which currently vent through the chimney to meet current codes.
3. Clean work site and remove all debris, equipment and excess materials and supplies upon completion.

X. SPECIFICATIONS

- Installation of appropriate fully adhered Firestone™ Polyiso tapered insulation or an equivalent product approved in advance by the County. Insulation is to meet all State and local energy and building codes, manufacturers' installation instructions, manufacturer's warranty requirements, and must provide proper drainage.
- Installation of a fully adhered, 90 mil, EPDM roofing membrane. Membrane is to be Firestone Rubbergard™ EPDM or an equivalent product approved in advance by the County.
- All roofing accessories are to be compliant with the system listed above and installed per all building codes, and manufacturers' installation instructions.